



Annual Performance Report Form

Facility Name: Portland Processing and Distribution Center

Performance Track ID #: A010022

Annual Performance Report #: 1

Reporting Year: 2001

Due Date: April 1, 2002

Section A

General Facility Information

To the extent possible, EPA will pre-complete items A.1-A.8 for you. Please ensure that the information in A.1-A.8 below is accurate, complete, and up to date. Please supply or revise any information as necessary and then check the box to the left of the item(s) to indicate where changes have been made. Items A.9 and A.10 cannot be pre-completed; please respond as directed in A.9 and A.10 below.

Did you make changes? If so, check box.

- A.1 ☐ Name of your facility: Portland Process and Distribution Center
- A.2 ☐ Name of your parent company: United States Postal Service
- A.3 ☒ Facility contact person for the Performance Track program
Name: Mr./Mrs./Ms./Dr. Mr. Robert Fox / Mr. Ronald Robbins
Title: Area Environmental Compliance Specialists
Phone: (603) 427-6368 / (860) 285-7197 Fax: (603) 430-7584 / (860) 285-1260
E-mail: rfox@email.usps.gov / rrobbins@email.usps.gov
- A.4 ☐ Facility's location
Street Address: 125 Forest Ave.
Street Address (cont.):
City/State/Zip Code: Portland, ME 04101-9997
- A.5 ☐ Facility's website address (if any):
- A.6 ☐ Number of employees (full-time equivalents) who currently work in the facility:
☐ Fewer than 50 ☐ 50 - 99 ☐ 100 - 499 ☐ 500 - 1000 ☒ More than 1000
- A.7 ☐ Does your company meet the Small Business Administration definition of a small business for your sector? ☐ Yes ☒ No
- A.8 ☐ North American Industrial Classification System (NAICS) Code(s) that are used to classify business at the facility: 4911 _____
- A.9 ☐ In your application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any (additional) changes to your facility's list of products and/or activities? If so, please list them in the space below. ☐ Yes ☒ No
- A.10 ☐ Please update the list of environmental requirements that apply to your facility. In the space below, indicate any changes that have taken place during this reporting period. If you have no changes to report, please write "No changes."

No changes

Section B

Environmental Management System

B.1

Environmental Management System Assessment. Please summarize EMS assessments conducted *during the year*. Attach additional sheets as necessary.

- a. Was an EMS audit or other assessment done by an independent third party?

☐ Yes ☒ No

If yes, please provide the *type* (e.g., ISO 14001 certification), the *scope*, and the *dates* (mo/yr) of each assessment.

- b. Was an internal or corporate EMS audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit.

EMS internal audit conducted in September of 2000. The USPS EMS audit is equivalent to ISO 14001 and also incorporates criteria from CEMP and the USPS quality program (i.e. Customer Perfect).

- c. Was a compliance audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit, and indicate *who* conducted the audit(s) (e.g., facility staff, corporate groups, third party).

Last third-party audit performed in 9/97. Follow-up verification by third-party identified all findings as corrected in 1999.

Annual self-audits performed in 2000 and 2001. Latest self-audit completed on June 28, 2002. Self-audits performed using USPS professional environmental staff. Audits utilize pre-established multi-media audit protocol created specifically for USPS operations.

- d. (Optional) If you would like to describe any other audits or inspections that were conducted at your facility, please do so here.

Section B

(continued)

B.1

e. Briefly summarize corrective actions taken and other improvements made as a result of your EMS assessments and compliance audits.

f. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?

☒ Yes ☐ No ☐ No such instances identified

If no, please explain your plans to correct these instances. EMS non-conformances were addressed in 2000, although EMS documents need to be updated due to recent organizational restructuring. All findings discovered in 9/1997 third-party compliance audits have been corrected. Although not relevant to this report, recent findings identified in the June 2002 Self-Audit need to be corrected (i.e. HazWaste Storage shed letters need to be 1" high rather than 3/4" high).

g. When was the last Senior Management review of your EMS completed? *mo/yr* 9/2000

Who headed the review?

Name: Mr./Mrs./Ms./Dr. Mr. Charles Vidich and Mr. Ron Robbins

Title: Area Environmental Compliance Coordinators

Section B

(continued)

B.2 ISO 14001 Certification. Is your facility currently certified to ISO 14001? ☐ Yes ☒ No

B.3 Environmental Aspects Identification. When did your facility last conduct a systematic identification and/or review of your environmental aspects? *mo/yr*

9/2000

B.4 Progress Toward Achieving Objectives and Targets. In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. **You may limit the summary to environmental aspects that are *significant* and towards which *progress* has been made during the *reporting year*.** In cases where progress relates specifically to a Performance Track performance commitment, complete the *Environmental Aspect* column, but in the *Progress* column simply refer to the performance commitment tables in Section C, i.e. "See Section C." Attach additional sheets as necessary.

<i>Environmental Aspect</i>	<i>Progress Made This Year</i> (e.g., quantitative or qualitative improvements, activities conducted)
Waste: Total Solid Waste	The facility has recycled 149 tons of cardboard at the facility in FY2001. This has exceeded its goal by an additional 8 tons in FY2001. It also met it's new goal of 0 tons cardboard generated due to the maintainance of this important recycling program.
Air Emissions: Emissions of Greenhouse Gases	The facility has reduced Greenhouse Gases Emissions an additional 308 MTCE by recycling paper waste from more postal facilities in the District of Maine in FY2001, increased the amount of mixed paper recovered from other Post Offices and maintained a 0 tons mixed paper waste generation rate.
Waste: Total Hazardous Waste	The facility recycled 13 computers and 11 monitors during FY2001 which is a 100% of computers and monitors removed from service at the facility.
Material Use: Recycled/Re-Used Materials Use	The facility purchased 54080 pounds of 100% recycled content paper which exceeded it original goal of 14000 pounds of 50% recycled content paper (7000 lbs. of 100% content) by 40000 pounds

Section C

Environmental Performance Commitments

Please use the tables on pages 6-9 to summarize your facility's environmental performance against your Performance Track performance commitments. Complete only those boxes related to the baseline, current year, and performance commitment. If any of the boxes have been pre-completed for you, please verify the information. If you find information that is incorrect, cross it out and write in the correct information. **Leave blank any columns for future reporting years.**

C.1

Performance Commitment 1

a. Use this table to report data related to your first performance commitment.

Category (see page 16 of the instructions): Waste

Aspect (see page 16 of the instructions): Total Solid Waste

	<i>Baseline</i> (as stated in your application)	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment</i> (the goal stated in your application)
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity</i> (per year)	0	0			(optional)
<i>Measurement Units</i>	tons				
<i>Normalizing Factor*</i>	1.0	.64			(optional)
<i>Basis for your Normalizing Factor*</i>	Based on 1 billion pieces of mail processed in FY 2000				
<i>Normalized Quantity*</i> (per year)	0	0			0

*See pages 17-19 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

The facility has exceeded its original PT goal of 141 tons of cardboard recycling by 8 tons. The quantity may differ from the application due to new reporting requirements. This aspect only includes cardboard which is generated primarily from the post paks used to move mail between facilities. Through the facility's continued recycling, zero tons of cardboard waste were generated due to the recycling of 149 tons of cardboard in FY 2001.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

EPA WasteWise Program

Section C

(continued)

C.2

Performance Commitment 2

a. Use this table to report data related to your second performance commitment.

Category (see page 16 of the instructions): Waste					
Aspect (see page 16 of the instructions): Total Solid Waste					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	0	0			(optional)
<i>Measurement Units</i>	tons				
<i>Normalizing Factor*</i>	1.0	.64			(optional)
<i>Basis for your Normalizing Factor*</i>	Based on 1 billion pieces of mail processed in FY 2000				
<i>Normalized Quantity* (per year)</i>	0	0			0
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

The quantities may differ from the application due to new reporting requirements. This aspect is for the generation of mixed paper waste only. The majority of the waste is generated from undeliverable third class mail along with other office paper waste. By increasing the scope and network of Post Offices throughout State of Maine from which mixed paper waste is collected and recycled, the Portland PDC recycled over 487 tons of mixed paper in FY 2001.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

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Section C

(continued)

C.3 Performance Commitment 3

a. Use this table to report data related to your third performance commitment.

Category (see page 16 of the instructions): Waste					
Aspect (see page 16 of the instructions): Total Hazardous Solid Waste					
	<i>Baseline</i> (as stated in your application)	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment</i> (the goal stated in your application)
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity</i> (per year)	0	0			(optional)
<i>Measurement Units</i>	pounds				
<i>Normalizing Factor*</i>	1.0	.64			(optional)
<i>Basis for your Normalizing Factor*</i>	Based on 1 billion pieces of mailed processed in FY 2000.				
<i>Normalized Quantity*</i> (per year)	0	0			0
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Quantities may differ from application due to new reporting requirements. The facility has recycled 100% of computer and monitors generated during Y 2001. Computer waste is generated from mail processing when equipment becomes old and obsolete. The USPS setup a contract with the UNICOR (Federal Bureau of Prisons) to recycle all its monitors, computers and electronic equipment (24 units = approx. 600 pounds in FY 2001).

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

EPA WasteWise Program

Section C

(continued)

C.4

Performance Commitment 4

a. Use this table to report data related to your fourth performance commitment.

Category (see page 16 of the instructions): Material Use

Aspect (see page 16 of the instructions): Recycled/Re-used Materials Use

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	0	54080			(optional)
<i>Measurement Units</i>	Pounds				
<i>Normalizing Factor*</i>	1.0	.84			(optional)
<i>Basis for your Normalizing Factor*</i>	Based on 1073 persons employed in FY 2000.				
<i>Normalized Quantity* (per year)</i>	0	54080			7000

*See pages 15-17 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

The goal may differ from application due to new reprotng requirements. The facility has exceeded it goal by off-setting the purchase of virgin stock paper with recyled content paper by a signifcant amount. This was accomplished in part by renegotiating it's contract with it's paper supply company to provide 100% recycled content paper rather than the previously supplied 30% content paper.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

EPA WasteWise Program

Section D

Public Outreach and Performance Reporting

- D.1 Please briefly summarize the public outreach and reporting activities that your facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements).

- D.2 Please indicate which of the following methods your facility plans to use to make its Performance Track Annual Performance Report available to the public. Please check as many as are appropriate.

☒ Website (URL <http://blue.usps.gov/>)

☐ Open House

☐ Meetings

☐ Press Releases

☐ Community Advisory Panel

☐ Other

Section E

Self-Certification of Continued Program Participation

On behalf of Portland Processing and Distribution Center,
(name of my facility)

I certify that

- ◆ I have read and agree to the terms and conditions specified in *the National Environmental Performance Track Program Guide*. This facility, to the best of my knowledge, continues to meet all program criteria;
- ◆ I have personally examined and am familiar with the information contained in this Annual Performance Report. The information contained in this report is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete;
- ◆ My facility has an environmental management system (EMS), as defined in the Performance Track EMS criteria, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- ◆ My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements; and the facility has corrected all identified instances of potential or actual noncompliance; and
- ◆ Based on the foregoing compliance assessments and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior manager with responsibility for the facility and am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program.

Signature/Date _____

Printed Name Mr./Mrs./Ms./Dr. Mr. James H. Evarts

Title Lead Plant Manager (A)

Phone Number/E-mail Address 207-871-8508 jevarts@email.usps.gov

Facility Name Portland Processing and Distribution Center

Facility Street Address 125 Forest Avenue, Portland, ME 04101-9997

Performance Track Identification Number A010022

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